

# Office of the Corporation Counsel

www.occ.dc.gov

Description	FY 2003 Approved	FY 2004 Proposed	% Change
Operating Budget	\$51,827,904	\$49,695,288	-4.1

The mission of the Office of the Corporation Counsel (OCC) is to provide both legal services to the District of Columbia government pursuant to its statutory authority and child support services to citizens, under federal, local, and interstate requirements, so they can achieve their business goals, manage their legal risks and maintain their rights and protections.

The agency plans to fulfill its mission by achieving the following strategic result goals:

- By 2005, OCC will implement a client education/outreach program that reaches 100 percent of client agencies. Points covered will include:
  - Client business needs;
  - Attorney/Client roles and responsibilities; and
  - Legal risk management.
- By 2006, OCC will have mutually agreed upon service level plans with a majority of client agencies and will meet or exceed defined planned requirements 80 percent of the time.
- By 2006, OCC will implement a staffing and reorganization plan based on the results of 1 and 2 above and the recommendations of the Hildebrandt Report.
- By 2006, OCC will have 90 percent of core data accessible electronically in order to enhance timeliness and quality of service delivery and response to information requests.

## Did you know...

Authorized number of attorneys	243
Child support customer service telephone	(202) 442-9900
Domestic violence intake center telephone	(202) 879-0157

## Where the Money Comes From

Table CB0-1 shows the sources of funding for the Office of the Corporation Counsel.

Table CB0-1

### FY 2004 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

	Actual FY 2001	Actual FY 2002	Approved FY 2003	Proposed FY 2004	Change From FY 2003	Percent Change
Local Fund	29,277	40,710	28,555	28,309	-246	-0.9
Special Purpose Revenue Fund	2,995	1,246	5,842	4,261	-1,581	-27.1
<b>Total for General Fund</b>	<b>32,272</b>	<b>41,956</b>	<b>34,397</b>	<b>32,570</b>	<b>-1,827</b>	<b>-5.3</b>
Federal Grant	14,514	12,131	15,366	15,468	102	0.7
<b>Total for Federal Resources</b>	<b>14,514</b>	<b>12,131</b>	<b>15,366</b>	<b>15,468</b>	<b>102</b>	<b>0.7</b>
Intra-District Fund	2,201	1,490	2,065	1,658	-407	-19.7
<b>Total for Intra-District Funds</b>	<b>2,201</b>	<b>1,490</b>	<b>2,065</b>	<b>1,658</b>	<b>-407</b>	<b>-19.7</b>
<b>Gross Funds</b>	<b>48,987</b>	<b>55,578</b>	<b>51,828</b>	<b>49,695</b>	<b>-2,133</b>	<b>-4.1</b>

### Gross Funds

The proposed budget is \$49,695,288, representing a change of 4.1 percent from the FY 2003 approved budget of \$51,827,904. There are 523.95 total FTEs for the agency, a decrease of 32.05, or 5.8 percent, from FY 2003.

### General Fund

**Local Funds.** The proposed budget is \$28,308,789, a decrease of \$246,334 from the FY 2003 approved budget of \$28,555,123. There are 382.17 FTEs funded by Local sources, a decrease of 9.43, or 2.4 percent, from FY 2003.

Changes from the FY 2003 approved budget are:

- An increase of \$392,303 in fixed costs based on the Office of Finance and Resource Management's estimates.
- A reduction of \$375,308 in personal services, reflecting a mayoral adjustment to transfer seven FTEs and funds to the D.C. Office of Risk Management.
- A reduction of \$158,751 in personal services, reflecting an addendum adjustment to transfer three FTEs and funds to the Office of Finance and Resource Management for the consolidation of accounts payable positions.
- A reduction of \$155,948 in personal services reflecting gap-closing measures for FY 2004.

- An increase of \$80,000 in contractual services based on prior year actuals and anticipated costs for FY 2004.
- A reduction of \$56,928 in nonpersonal services reflecting gap-closing measures for FY 2004.
- An increase of \$28,298 in personal services to support step increases and fringe benefits.

**Special Purpose Revenue Funds.** The proposed budget is \$4,260,808, a decrease of \$1,581,111 from the FY 2003 approved budget of \$5,841,919. There are no FTEs funded by Special Purpose Revenue sources, representing a decrease of 16, or 100 percent from FY 2003.

Changes from the FY 2003 approved budget are:

- An increase of \$1,672,872 in Child Support/Temporary Aid to Needy Families (TANF)/ Aid to Families with Dependent Children (AFDC) Collections, Fund 0603, to align funding with certification from the Office of Research and Analysis.
- A reduction of \$910,000 in Consumer Protection, Fund 0611, to align funding with certification from the Office of Research and Analysis.

## How the Money is Allocated

Tables CB0-2 and 3 show the FY 2004 proposed budget for the agency at the Comptroller Source Group level (Object Class level) and FTEs by fund type.

Table CB0-2

### FY 2004 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

	Actual FY 2001	Actual FY 2002	Approved FY 2003	Proposed FY 2004	Change from FY 2003	Percent Change
11 Regular Pay - Cont Full Time	19,768	22,210	23,697	22,926	-770	-3.3
12 Regular Pay - Other	4,164	3,716	6,290	6,051	-239	-3.8
13 Additional Gross Pay	725	856	257	195	-62	-24.0
14 Fringe Benefits - Curr Personnel	3,770	4,375	4,232	4,173	-59	-1.4
15 Overtime Pay	0	64	0	62	62	100.0
<b>Subtotal Personal Services (PS)</b>	<b>28,427</b>	<b>31,221</b>	<b>34,476</b>	<b>33,407</b>	<b>-1,069</b>	<b>-3.1</b>
20 Supplies and Materials	177	168	217	217	0	0.0
30 Energy, Comm. and Bldg Rentals	420	370	405	753	347	85.7
31 Telephone, Telegraph, Telegram, Etc	330	353	396	292	-104	-26.2
32 Rentals - Land and Structures	123	381	483	710	227	47.0
33 Janitorial Services	0	188	217	222	5	2.5
34 Security Services	0	289	348	312	-36	-10.3
40 Other Services and Charges	1,717	697	721	717	-3	-0.5
41 Contractual Services - Other	15,990	10,217	11,756	11,836	80	0.7
50 Subsidies and Transfers	1,311	856	2,500	2,500	0	0.0
70 Equipment & Equipment Rental	491	433	309	297	-12	-3.9
91 Expense Not Budgeted Others	0	10,405	0	0	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>20,560</b>	<b>24,357</b>	<b>17,352</b>	<b>17,857</b>	<b>505</b>	<b>2.9</b>
<b>Total Proposed Operating Budget</b>	<b>48,987</b>	<b>55,578</b>	<b>51,828</b>	<b>51,264</b>	<b>-564</b>	<b>-1.1</b>

- A reduction of \$892,863 in Child Support/Title IVD Incentive Fees, Fund 0606, to align funding with certification from the Office of Research and Analysis.
- A reduction of \$660,669 and one FTE in Anti-trust, Fund 0602 to align funding with certification from the Office of Research and Analysis.
- A reduction of \$242,911 and two FTEs in Fee for Service/Legal Counsel Division, Fund 0608, to align funding with certification from the Office of Research and

Analysis.

- A reduction of \$217,568 and four FTEs in Driving Under the Influence (DUI), Fund 0601, to align funding with certification from the Office of Research and Analysis.
- A reduction of \$161,940 and three FTEs in Fee for Service/Government Operation Division, Fund 0607, to align funding with certification from the Office of Research and Analysis.
- A reduction of \$80,971 and one FTE in Fee for Services Unit, Fund 0610, to align fund-

ing with certification from the Office of Research and Analysis.

- A reduction of \$75,000 in Antifraud, Fund 0612, to align funding with certification from the Office of Research and Analysis.
- A reduction of \$12,064 in Child Support/Reimbursements and Fees, Fund 0604, to align funding with certification from the Office of Research and Analysis.

## Federal Funds

The proposed budget is \$15,467,519, an increase of \$101,826 over the FY 2003 approved budget of \$15,365,693. There are 120.78 FTEs funded by Federal sources, a decrease of .62, or .5 percent, from FY 2003. The sole change is an increase of \$101,826 in fixed costs based on the Office of Finance and Resource Management's estimates.

## Intra-District Funds

The proposed budget is \$1,658,171, a decrease of \$406,998 from the FY 2003 approved budget of \$2,065,169. There are 21 FTEs funded by Intra-District sources, a decrease of six, or 22.2 percent, from FY 2003. The sole change is a reduction of \$406,998 and six FTEs for salaries and fringe benefits to align personnel costs with Intra-District agreements.

## Programs

The Office of the Corporation Counsel operates the following programs:

### Litigation

	FY 2003*	FY 2004
Budget	\$17,625,235	\$16,975,750
FTEs	239	220

\* FY 2003 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2003 for this agency because the agency had not yet created its new program structure based on performance-based budgeting.

The **Litigation** program primarily supports the Citywide Strategic Priority area of *Making Government Work*. The purpose of the Litigation Program is to provide criminal, civil, and administrative litigation services for the government of the District of Columbia and its residents so that their legal rights are protected and enforced.

- Adult Criminal and Juvenile Prosecution-provide prosecution services for the people; consultation and other legal representation services to the government of the District of Columbia so the residents of the District of Columbia can experience enhanced safety through the appropriate resolution of cases.
- Affirmative Litigation-provide enforcement,

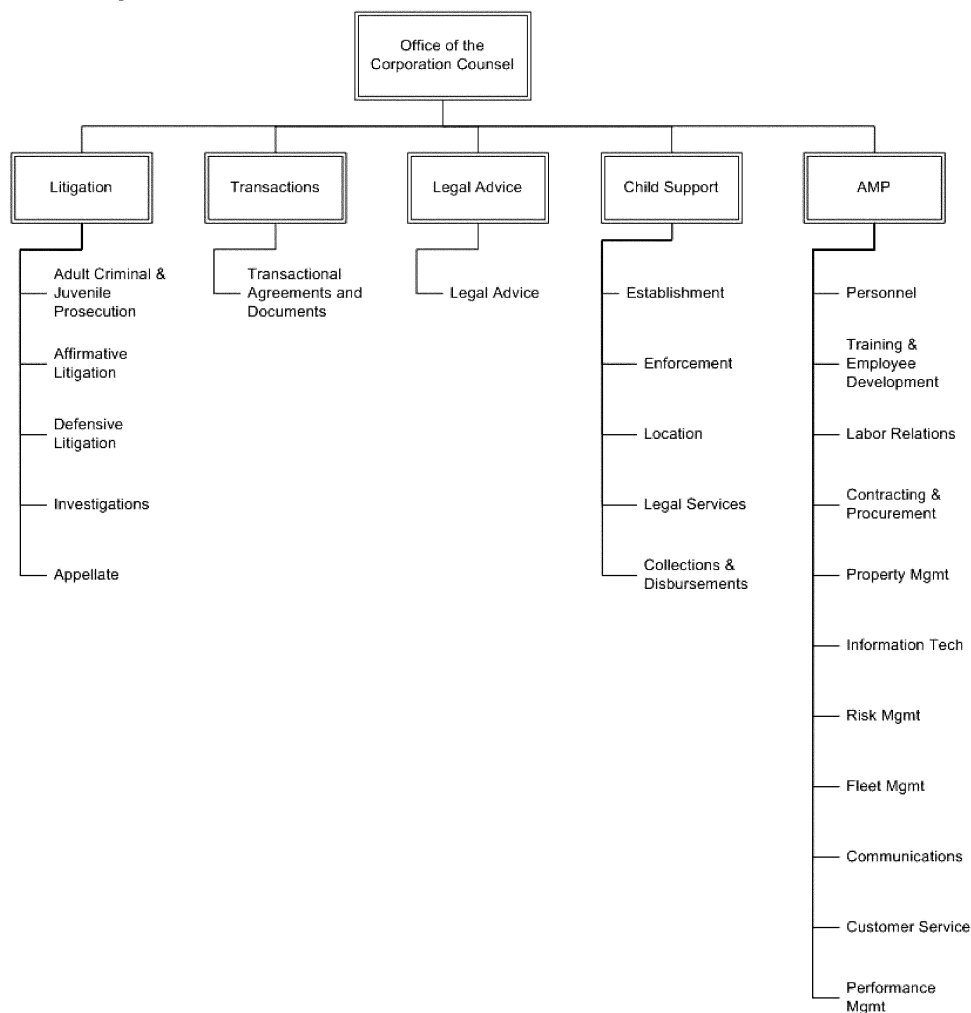
Table CB0-3

## FY 2004 Full-Time Equivalent Employment Levels

	Actual FY 2001	Actual FY 2002	Approved FY 2003	Proposed FY 2004	Change from FY 2003	Percent Change
<b>General Fund</b>						
Local Fund	254	277	392	382	-9	-2.4
Special Purpose Revenue Fund	0	2	16	0	-16	-100.0
<b>Total for General Fund</b>	<b>254</b>	<b>279</b>	<b>408</b>	<b>382</b>	<b>-25</b>	<b>-6.2</b>
<b>Federal Resources</b>						
Federal Grant	90	152	121	121	-1	-0.5
<b>Total for Federal Resources</b>	<b>90</b>	<b>152</b>	<b>121</b>	<b>121</b>	<b>-1</b>	<b>-0.5</b>
<b>Intra-District Funds</b>						
Intra-District Fund	35	24	27	21	-6	-22.2
<b>Total for Intra-District Funds</b>	<b>35</b>	<b>24</b>	<b>27</b>	<b>21</b>	<b>-6</b>	<b>-22.2</b>
<b>Total Proposed FTEs</b>	<b>378</b>	<b>455</b>	<b>556</b>	<b>524</b>	<b>-32</b>	<b>-5.8</b>

Figure CB0-1

## Office of the Corporation Counsel



protection, representation and advice services to the government of the District of Columbia and residents so they can enjoy reduced risk of harm, protection of rights and monetary recovery, thereby enhancing achievement of program goals and quality of life.

- Defensive Litigation-provide litigation avoidance, representation and advice services to the government of the District of Columbia, its agencies and employees so they can manage and reduce liability exposure and minimize fiscal and programmatic impact.
- Investigations-provide information, evidence and witness location services to enable OCC

to access timely, accurate and thorough information to support case management and internal operation decisions.

- Appellate Activity-provide appellate services (briefs, substantive motions, appellate court appearances, advice on cases and ethical advice) to the government of the District of Columbia so its actions are upheld and it is not found liable for damages.

For more detailed information regarding the proposed funding for the activities within this program please see schedule 30-PBB in the FY 2004 Operating Appendices volume.

## Key Result Measures

### Program 1: Litigation

*Citywide Strategic Priority Area(s):* Making Government Work

*Manager(s):* Arabella W. Teal, Interim Director

*Supervisor(s):* Arabella W. Teal, Interim Director

#### Measure 1.1: Percent of adult cases presented and resolved by OCC action

	Fiscal Year	
	2004	2005
Target	75	75
Actual	-	-

#### Measure 1.2: Percent of juveniles appropriately presented receiving rehabilitation services as a result of OCC action

	Fiscal Year	
	2004	2005
Target	80	80
Actual	-	-

#### Measure 1.3: Percent of cases successfully litigated (w/ sanctions imposed, w/ person with MH/MR receives services, w/ judgment for plaintiff/petitioner, w/ compliance)

	Fiscal Year	
	2004	2005
Target	90	90
Actual	-	-

#### Measure 1.4: Percent of cases successfully litigated (w/ judgment/verdict for defendant, w/ dismissal, w/ judgment/verdict at less than last demand before trial)

	Fiscal Year	
	2004	2005
Target	90	90
Actual	-	-

#### Measure 1.5: Percent of investigative reports meeting internal quality assurance standards for timeliness, accuracy and completeness.

	Fiscal Year	
	2004	2005
Target	90	90
Actual	-	-

#### Measure 1.6: Percent reduction spent on Torts -litigation

	Fiscal Year	
	2004	2005
Target	2	2
Actual	-	-

## Transactions

	FY 2003*	FY 2004
Budget	\$2,250,970	\$2,069,033
FTEs	33	29

\* FY 2003 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2003 for this agency because the agency had not yet created its new program structure based on performance-based budgeting.

The **Transactions** program primarily supports the Citywide Strategic Priority area of Making Government Work. The purpose of the Transactions Program is to provide procurement, real property and financial legal services to the government of the District of Columbia so it can obtain better contract terms and implement and maintain legally defensible government programs. Transactional Agreements and Documents is the sole activity for this program.

For more detailed information regarding the proposed funding for the activities within this program please see schedule 30-PBB in the FY 2004 Operating Appendices volume.

## Key Result Measures

### Program 2: Transactions

*Citywide Strategic Priority Area(s):* Making Government Work

*Manager(s):* Arabella W. Teal, Interim Director

*Supervisor(s):* Arabella W. Teal, Interim Director

#### Measure 2.1: Percent of the transactional agreements and documents completed within-agreed upon time frames

	Fiscal Year	
	2004	2005
Target	90	90
Actual	-	-

## Legal Advice

	FY 2003*	FY 2004
Budget	\$4,399,132	\$3,830,435
FTEs	61	55

\* FY 2003 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2003 for this agency because the agency had not yet created its new program structure based on performance-based budgeting.

The **Legal Advice** program primarily supports the Citywide Strategic Priority area of Making Government Work. The purpose of the Legal

Advice program is to provide legal guidance, counseling and legal sufficiency certification services to the government of the District of Columbia and its employees so they can legally and efficiently accomplish the government's mission while minimizing the risk of adverse legal consequences. Legal Advice is the sole activity for this program.

For more detailed information regarding the proposed funding for the activities within this program please see schedule 30-PBB in the FY 2004 Operating Appendices volume.

## Key Result Measures

### Program 3: Legal Advice

*Citywide Strategic Priority Area(s):* Making Government Work

*Manager(s):* Arabella W. Teal, Interim Director

*Supervisor(s):* Arabella W. Teal, Interim Director

#### Measure 3.1: Percent of the requests for legal advice and review completed within agreed-upon time frames

Fiscal Year	2004	2005
Target	90	90
Actual	-	-

## Child Support Enforcement

	FY 2003*	FY 2004
Budget	\$22,000,151	\$21,865,492
FTEs	180	179

\* FY 2003 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2003 for this agency because the agency had not yet created its new program structure based on performance-based budgeting.

The **Child Support Enforcement** program primarily supports the Citywide Strategic Priority area of Making Government Work. The purpose of the Child Support Enforcement Program is to provide child support enforcement services for children so that they can receive from their parents, the financial and medical support required by law.

- Establishment-provide intake interview and investigatory services to custodial parents so they can establish paternity, child support and medical support orders.

- Enforcement-provide support order enforcement services to Custodial Parents and other legal payees so they can receive support due under child support orders.
- Location-provide investigative services to locate Non-Custodial Parents.
- Legal Services-provide legal advice and support to program managers and staff and to conduct child support litigation.
- Collection and Disbursement-provide accounting services to Child Support Enforcement so payees receive the correct amount of child support and medical support and that payers receive credit for support paid.

For more detailed information regarding the proposed funding for the activities within this program please see schedule 30-PBB in the FY 2004 Operating Appendices volume.

## Key Result Measures

### Program 4: Child Support

*Citywide Strategic Priority Area(s):* Making Government Work

*Manager(s):* Arabella W. Teal, Interim Director

*Supervisor(s):* Arabella W. Teal, Interim Director

#### Measure 4.1: Percent increase in support orders established

	Fiscal Year	
	2004	2005
Target	2.5	2.5
Actual	-	-

#### Measure 4.2: Percent increase in collections on arrears

	Fiscal Year	
	2004	2005
Target	2.5	2.5
Actual	-	-

#### Measure 4.3: Percent of all notice of hearings successfully served

	Fiscal Year	
	2004	2005
Target	70	70
Actual	-	-

#### Measure 4.4: Percent increase of collections

	Fiscal Year	
	2004	2005
Target	2.5	2.5
Actual	-	-

## Agency Management

	FY 2003*	FY 2004
Budget	\$5,552,416	\$5,706,581
FTEs	45	41

\* FY 2003 program funding levels are presented for comparison purposes only. Program budgets did not exist for FY 2003 for this agency because the agency had not yet created its new program structure based on performance-based budgeting.

The **Agency Management** program primarily supports the Citywide Strategic Priority area of *Making Government Work*. The purpose of the Administrative Services program is to provide operational support to the agency so it has the necessary tools to achieve operational and programmatic results.

For more detailed information regarding the proposed funding for the activities within this program please see schedule 30-PBB in the FY 2004 Operating Appendices volume.

### Key Result Measures

#### Program 5: Agency Management

*Citywide Strategic Priority Area(s):* Making Government Work

*Manager(s):* Chere Calloway; Arabella Teal; Patricia Kuhn; Eugene Adams

*Supervisor(s):* Arabella W. Teal, Interim Director

#### Measure 5.1: Dollars saved by agency-based labor management partnership project(s)

	Fiscal Year	
	2004	2005
Target	-	-
Actual	-	-

Note: Agencies are establishing their cost-saving projects during the second-third quarters of FY 2003.

#### Measure 5.2: Percent of OCC activities with long-range IT plans

	Fiscal Year	
	2004	2005
Target	95	95
Actual	-	-

#### Measure 5.3: Percent variance of estimate to actual expenditure

	Fiscal Year	
	2004	2005
Target	5	5
Actual	-	-

#### Measure 5.4: Percent reduction of employee lost work-day injury cases (agency)-wide as compared to FY 2003 baseline data (baseline data will be compiled during the fiscal year)

	Fiscal Year	
	2004	2005
Target	10	10
Actual	-	-

#### Measure 5.5: Rating of 4-5 on all four telephone service quality criteria:

1) courtesy, 2) knowledge, 3) etiquette, and 4) overall impression

	Fiscal Year	
	2004	2005
Target	4	4
Actual	-	-

#### Measure 5.6: Percent of Key Result Measures achieved

	Fiscal Year	
	2004	2005
Target	70	70
Actual	-	-